



U. S. Mission, Uganda

VACANCY ANNOUNCEMENT

Number: 030/2013

Date: 03/27/2013

OPEN TO:	All Qualified Candidates
POSITION:	Public Health Specialist - Evaluation; FP- 5; FSN-10
OPENING DATE:	March 27, 2013
CLOSING DATE:	April 9, 2013
WORK HOURS:	Full-time; 40 hours/week

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

"The Centers for Disease Control and Prevention (CDC) is an international public health agency engaged in HIV prevention and care programs and research activities in Uganda. CDC offers excellent career opportunities for professional growth, training, and collaboration with other health professionals. The main CDC offices are located at the Uganda Virus Research Institute (UVRI) in Entebbe. CDC is an agency of the United States Mission in Uganda."

The Centers for Diseases Control is seeking an individual for the position of Public Health Specialist – Evaluation.

BASIC FUNCTION OF POSITION

Working in support of the Ministry of Health (MOH), and implementing partners consistent with PEPFAR and MOH Monitoring and Evaluation (M&E) Guidelines, job holder provides technical assistance in the design and implementation of training and evaluation systems of public health projects/program at the community, regional and/or national level to strengthen evaluation of HIV/AIDS projects to ensure implementation of quality, viable and appropriate programs. Incumbent works with the Monitoring and Evaluation Team Lead to develop and implement the performance monitoring system and indicators to track and report project results; provides oversight for project results reporting and management in conjunction with other staff members; provides evaluation technical assistance capacity building for local partner organizations. Job holder works with Program Monitoring Specialist to develop and implement an M&E Plan for the CDC-Uganda strategic plan. The job holder works to strengthen systems and staff capacity at the MOH to collect, manage, and use quality M&E data to inform programs and policies in the national response to HIV and AIDS. The job holder assists the PEPFAR team in measuring the USG contribution toward achieving the PEPFAR targets through MOH reporting systems, and to adapt PEPFAR-supported M&E and other Strategic Information (SI) tools to improve PEPFAR programming and service delivery. Jobholder represents the agency on evaluation issues at technical, and policy planning meetings at the community and national level, including meetings with collaborators and donors. Responsible for day to day delivery of evaluation projects carried out by CDC-Uganda staff. Incumbent reports to the M&E Team Lead.

A copy of the complete position description listing all duties and responsibilities is available on http://kampala.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education required: Completion of a university degree in public health, public policy, social sciences with specialization in monitoring and evaluation is required. Must have demonstrated expertise in basic program evaluation.

2. Work Experience required: Five years of progressively responsible, professional-level experience working as an M&E, or Evaluation specialist in a

health/medical research organization, US agency, university or public health program implementing agency is required.

3. Language required: Level IV English ability (fluent written, spoken and reading).

4. Knowledge required: Detailed knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools, including web-based database systems is required. High level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities required. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required. Specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

5. Skills and Abilities required: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of survey indicators and monitoring systems, evaluation designs, use of reliable and valid instruments, field experience in data collection, and methods in data analysis. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV/AIDS M&E programs to adopt appropriate strategies for evaluating their program activities. Intermediate user level of word processing, spreadsheets and databases is required. Keyboarding skills that include speed and accuracy are required

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. A current resume or curriculum vitae.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

By email at KampalaHR@state.gov.

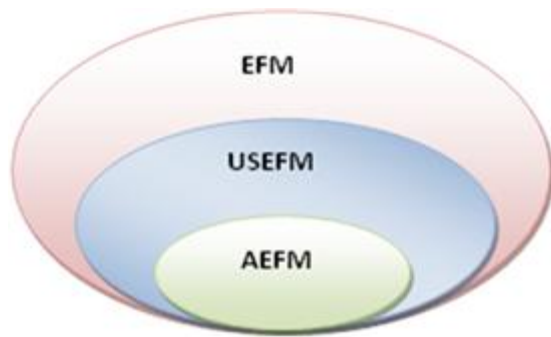
ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Clearly indicate the position applied for in the subject area of the email submission.

Please use standard file types such as Microsoft Word (.doc) and Adobe Acrobat (.pdf) and please send all documents in one file attachment.

Telephone: 0414-259-791/5

DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 9, 2013

The US Mission in Kampala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CDC Deputy Director: Deborah Conner

HRO: John Klimowski

